



Rental Lease Agreement

In consideration of the mutual promises of parties hereto, Shingle Springs Community Center, a non profit organization, referred to as OWNER, and _____, referred to as LICENSEE, hereby agree to enter into an agreement for the use of the premises known as the Shingle Springs Community Center located at 4440 South Shingle Rd, in the town of Shingle Springs, County of El Dorado, California, under the following conditions:

1. The license to use the premises shall be for the date and time of:

Date(s): _____ Time: from _____ to _____

2. The fee shall be:

\$400.00 per day, or \$50.00 per hour for two hour or four hour increments on weekdays Monday through Thursday.

\$450.00 per day, or \$60.00 per hour for four hour or six hour increments on weekend days Friday through Sunday.

\$100.00 Friday night setup for Saturday full day rentals.

\$40.00 Commercial Kitchen flat fee added on to hourly rental (standard refrigerator is included at no charge).

\$25.00 Field or Horseshoe Pits, for each area per day, plus \$10.00 for Pavilion Bathroom Key Access.

Member discounts if applicable will be applied when rental fees are paid.

3. LICENSEE agrees to pay a separate \$500.00 security/cleaning deposit or provide OWNER with a credit card which shall be charged at the conclusion of the rental to be used in the same manner and for the same purpose with which the deposit may be retained. Paid deposit money will be refunded within 30 days after the rental concludes, unless applied to the cleaning of premises, repair of damage or replacement of loss; or if the LICENSEE has not cleaned or left the premises by the end of the agreed upon date(s) and time(s) as stated above. Otherwise the OWNER shall charge for, or retain, some or all of the security deposit at their sole discretion.

4. Returned Check Policy: LICENSEE will be charged \$25.00 for each returned check.

5. Key Issuance/Loss Policy: LICENSEE will forfeit the deposit for the loss of any key(s).

6. LICENSEE shall provide a Certificate of insurance for general liability to include all rented dates, and in an amount no less than \$1,000,000.00 naming Shingle Springs Community Center as additional insured.

7. The parties agree that the OWNER, its officers and directors shall not be responsible for loss or injury incurred (including alcohol related) on the premises. Further, OWNER shall not be responsible or liable for loss of, or damage to any person or personal property of LICENSEE or LICENSEE guests (including alcohol related) during the rental.

8. The LICENSEE acknowledges the premises are rented with the structure, furnishings, fixtures and equipment in good condition and agrees to leave said structure, furnishings, and equipment in as good condition as when received, reasonable wear and tear accepted. LICENSEE agrees to photograph and notify OWNER of any obvious pre-existing damage to facility/equipment within one hour of facility entry. LICENSEE, by this agreement accepts all items in said condition and will be responsible for all breakage, loss and other damages.

9. LICENSEE may cancel this agreement by giving the OWNER written notice of intent to cancel, at least thirty days prior to the reserved rental date. Failure to provide written notification within 30 days will result in the forfeiture of the rental fee. In the absence of the rental fee the deposit will be forfeited. If there is a remaining balance due in excess of the deposit amount, it will be billed and payable upon receipt. LICENSEE gives the OWNER permission to charge the credit card on file for any and all unpaid rental fees that fall within the 30 day late cancellation period. Written notification must be signed and either mailed to the address below, or emailed to djames_sscc@att.net. LICENSEE will be refunded any remaining deposit within 30 days of notice of cancellation.

LICENSEE: I understand and agree to all of the above stated conditions of the rental agreement.

LICENSEE signature: _____ Date: _____

LICENSEE: Phone _____ Cell Phone _____ Email _____

Credit Card Authorization Form

Please complete all fields. You may cancel this authorization at any time by contacting us. This authorization will remain in effect until cancelled.

Credit Card Information				
Card Type:	<input type="checkbox"/> MasterCard	<input type="checkbox"/> VISA	<input type="checkbox"/> Discover	<input type="checkbox"/> AMEX
	<input type="checkbox"/> Other _____			
Cardholder Name (as shown on card): _____				
Last 4 digits of Card Number: _____				
Expiration Date (mm/yy): _____				
Cardholder ZIP Code (from credit card billing address): _____				

I, _____, authorize _____ to charge my credit card above for agreed upon purchases. I understand that my information will be saved to file for future transactions on my account.

Customer Signature

Date

Rental Agreement Information Form

Name: _____

Address: _____

Address 2: _____

Mailing Address (If different than above): _____

Phone: _____ Mobile: _____

Email: _____

Date of Event: _____

Type of Event: _____

Rental of: Center Kitchen Field Horseshoe Pit Area

Would you like to receive e-mails of upcoming events at the Community Center?

Yes No

Would you like more information on becoming a member of the Community Center?

Yes No

For Shingle Springs Community Center Use Only

Insurance Certificate Received: Yes No

Rental Contract Returned: Yes No

Deposit Check Received: Yes No

Rental Check Received: Yes No

Deposit Check Returned: Yes No

Shingle Springs Community Center

Rules and Expectations

The Shingle Springs Community Center expects to have the Center returned in the condition it was provided to you for your use to host an event.

1. **Tables and Chairs** are to be inspected and cleaned if dirty and then properly returned to the storage room in the proper storage racks.
2. **Counter Surfaces** will be wiped down with cleaning products provided.
3. **All Trash** in the Community Center **main hall, kitchen, bathrooms, and parking areas** will be picked up and emptied into the **SMALL TRASH DUMPSTER** located outside of the main building. The lock combination for the dumpster will be provided on the day of your event.
4. **Recycling** containers have been provided inside the hall for glass bottles, cans, and plastic that we take for recycling. All cardboard boxes and other similar recyclables should be placed in the large recycle dumpster located outside of the building next to the trash dumpster.
5. **FLOORS** in the main hall, kitchen, and bathrooms are to be swept first and then mopped with the provided cleaning equipment and cleaning solution.
6. **Mopping Instructions:** Please fill the mop bucket with the hose in the storage room. Use the proper cleaning solution provided and as instructed. After mopping the **dirty water is to be dumped outside only** from the back deck or the front side landing. Make sure scuff marks are removed during mopping. Three mop buckets are provided to help hasten the cleanup process.
7. **Air Conditioning or Heat** is turned off upon completion of your event. If there are any issues with the A/C or Heat during your event, please contact the designated staff member via text or phone so we can fix it promptly.
8. **LOCK ALL DOORS** and place the key on the kitchen counter.
9. **All Lights** will be turned off upon your exit from the building.
10. **Leave and close a locked front door.**
11. **Inspection** will be completed either the day of your event or the following morning. The Rental Coordinator will contact you with the results of the inspection and the status of your deposit.

Please sign below that you have read, understand, and will adhere to all of the above listed rules and expectations.

Signature:

Date:
